

ENERGY CORPS AMERICORPS MEMBER POSITION DESCRIPTION

Name and location of host site: U.S. Green Building Council, Montana (USGBC MT), Bozeman, MT

Title: Green Building Program Associate

Reports to: Kris Wilson, Project Manager and Wendy Weaver, USGBC MT Board Member

Term of service: October 3, 2016-August 31, 2017

Anticipated service schedule: 1700 hours over course of service term. Roughly 40 Hours per week. Occasional evening/weekend hours may be necessary.

Position Summary: The State of Montana has a huge opportunity to advance energy efficiency and green building in its schools and both existing and new office buildings. Currently there is a lack of [LEED certified](#) K-12 schools in the state, which led USGBC Montana to initiate a program to support one school to pursue LEED for Existing Buildings Operations and Maintenance certification (LEED O+M). Through its green schools programming USGBC MT is also working with other school districts to advance energy efficiency and green strategies in their buildings. The LEED O+M Pilot Program USGBC selected Gardiner School District to support in pursuit of LEED certification. Additional school districts will be selected to participate in a one year education program with support from USGBC MT and the Center for Green Schools (a program of USGBC). The Energy Corps member will focus a significant portion of their activities to support these school districts in pursuing energy efficiency and sustainability strategies that will help the schools save money, engage their community in green strategies, and save resources. In addition the member will conduct outreach and education to support all USGBC Montana events and programs including the USGBC Montana Annual Sustainability Summit in early 2017. The Annual Sustainability Summit is the premier green building education conference in Montana featuring sustainability and energy efficiency experts from around the region and country.

Specific Position Responsibilities:

- Support sustainability planning and project implementation with the participating schools with support from Kris Wilson and the Center for Green Schools
 - Act as liaison between each school and the USGBC Montana advisory board and the National Center for Green Schools
 - Conduct orientation with the appropriate teaching, administrative, and facilities staff to the three pillars of a green school and the Learning Lab online education platform
 - Conduct or assess school site surveys, energy and water data management tools and practices, and capacity to implement sustainability practices
 - Assist in the development of sustainability action plans that prioritize short and long term projects and investments that will lead to savings
 - Organize meetings and events to convene the schools for training and education
- Assist in the organization and development of the education sessions for the USGB MT Annual Sustainability Summit
 - Conduct outreach to regional and national experts
 - Coordinate learning outcomes
 - Conduct outreach to promote the event and recruit attendees from across the state and region to maximize attendance

- Support and promote all USGBC Montana program areas
 - Coordinate “one off events” as opportunities arise to increase constituent engagement and green building knowledge in Montana
 - Coordinate with University Staff to engage students and emerging professionals
 - Promote and coordinate professional development continuing education opportunities
 - Recruit new and renewing USGBC MT members

Minimum Requirements:

- Must be over 18 with a high school diploma or GED; a Bachelor’s Degree and/or work experience in environmental science or a related field is strongly preferred
- Interest in and/or familiarity with environmental principles
- Interest in pursuing a LEED Green Associate Credential
- Ability to conduct outreach and engage with a diversity of stakeholders
- Professional and persuasive writing style
- Skilled public speaker and presenter
- Willingness to learn how change is implemented in institutions and private businesses
- Ability to thrive in a multiple-task environment
- Ability to relate to people from diverse backgrounds
- Ability to balance supervisor direction with being a self-starter
- Member **WILL** have reoccurring access to vulnerable populations

Benefits: This Energy Corps position will receive the following benefits:

- Opportunity to make a difference in a community
- Green job training and professional development
 - Liason role for the Center for Green Schools Learning Lab
 - Coordinator role of technical support to develop strategic sustainability plans
 - Hands-on experience in the LEED green building certification program
- Living allowance of \$12,530 over term of service
- An AmeriCorps Education Award (\$5,775) upon successful completion of service
- Health benefits and child care assistance if qualified

APPLICATION PROCESS: Applications will be accepted through August 15, 2016 or until a suitable candidate can be identified. Early applications are encouraged and applications will be considered as they are received. All persons interested in being considered for the position must submit an Energy Corps application form. The application form may be downloaded at www.energycorps.ncat.org/pdf_positions/energycorps_app_0614.pdf or requested from Kaleena Miller, Energy Corps Program Director. Incomplete applications will not be considered. The completed application form can be emailed to kaleenam@ncat.org or sent to:

Kaleena Miller
NCAT Energy Corps Program Director
P.O. Box 3838
Butte, MT 59702

NCAT values diversity and encourages minority and women applicants to apply. For additional information about NCAT please visit our website at www.ncat.org. It is NCAT’s policy and organizational philosophy to ensure that all of our employment practices, including recruitment and hiring, are administered for all individuals without regard to race, sex, creed, color, national origin, age, religion, marital or veteran status, disability, sexual orientation, or political affiliation.